

CANDIA PLANNING BOARD

MINOR SUBDIVISION - INSTRUCTIONS FOR MAKING APPLICATION FOR MINOR SUBDIVISION

- I. **DEFINITION:** A minor subdivision of land into three or fewer lots with no potential for re-subdivision and requiring no new roads, utilities or other municipal improvements.
- II. **SUBMISSION REQUIREMENTS:** The subdivider shall file a complete application for Final Plan approval with the Land Use Office at least 30 days prior to the public meeting at which time the application is to be considered for acceptance by the Planning Board. *All plans must also be submitted electronically via e-mail or approved storage media in the portable document format (PDF) with a maximum file size of 10 M.B.*
- III. **PROCEDURE:**
- 1) The plat shall be drawn in permanent blue or black ink on permanent reproducible polyester film. It shall be submitted in 2 polyester film copies and 4 blue/black line paper prints. Sheet sized shall be in accordance with the requirements of the Rockingham County Register of Deeds. Space shall be reserved on the plat for endorsement by at least the Chairman and 3 other board members. The Final Plat shall contain the following:

“The Subdivision Regulations of the Town of Candia and Notice of Action are a part of this plat, and approval of the plat requires the completion of all the requirements of said subdivision regulations, excepting only any relaxation of requirements granted in writing by the board.”
 - 2) Complete attached application for subdivision. Provide necessary supporting statements and pay required application fee.
- IV. **STANDARDS:** All minor subdivisions shall conform to the requirements of Article V and Article X (where referenced by Article V) of the Candia Subdivision regulations.
- V. **ACTION OF THE BOARD:** After acceptance of the application by the assistant, within 30 days the board shall begin formal consideration of the application at a noticed public hearing. The board shall act to approve, disapprove or approve with modifications within 90 days of the date of acceptance of the application by the board. The board may apply to the Board of Selectmen prior to expiration of the 90-day period, for an extension of time not to exceed 90 days before acting to approve or disapprove the application. The subdivider may consent to an extension of time for the board to act beyond the initial 90-day period on the condition that such consent shall be in writing and shall be made part of the board's records.

APPROVAL: The board shall notify the subdivider by notice in writing signed by the Chairman, of its actions on the final plat.

DISAPPROVAL: In case of disapproval, the grounds for such disapproval shall be set forth in the notice which shall become part of the records of the board.

The subdivider shall acknowledge receipt of the notice and acceptance of all provisions set forth therein and shall return a signed copy of same to the board for its records. Until such acknowledgements and acceptance has been filed with the board, no further action shall be taken with regard to the final plat. Failure to acknowledge receipt of the Notice of Action will cause approval to lapse.

APPLICATION FOR MINOR SUBDIVISION – SCHEDULE A

1. Name and street address of Applicant(s): _____

Phone #: _____ Email: _____

2. Name and street address of property owner(s): _____

Phone #: _____ Email: _____

3. Name and street address of authorized agent: _____

Phone #: _____ Email: _____

4. Location of subdivision: Street _____

Tax Map and Lot # _____

Total number of acres in parcel _____

5. Number of new lots to be created _____ Acreage of each _____

7. Intended use: Commercial _____ Residential _____ Industrial _____

8. Name and street address of abutters – ***complete attached abutters list** – also show all abutters names and addresses on plat. _____

9. Statement of intent _____

ABUTTER'S LIST (attach typed address labels -3 across) -SCHEDULE B

*** Include property owner(s), abutters (within 200 feet), agent and surveyor/engineer on the abutters list***

Fees: \$ _____ x _____ = \$ _____

Applicant/Subdivider _____

Property Owner _____

Property Tax Map and Lot No. _____

ABUTTER NAME AND STREET ADDRESS MAP/LOT#

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

All the above names and addresses must be shown on the site plan. A fee of \$8.33* per abutter is required at the time of application *(rates subject to change per US Post Office). **Applicant bears full responsibility that all required notices were given. Board reserves the right to continue the hearing if proper notice was not given.**

Applicant Signature

Date

APPLICATION FOR MINOR SUBDIVISION – SCHEDULE C
INFORMATION REQUIRED ON FINAL PLAT AND PLAT CHECKLIST

For Minor Subdivision, the plans shall contain or be accompanied by the following maps and information. Maps shall be drawn at a scale of no more than 100 feet per inch unless otherwise specified by the Planning Board.

TO BE COMPLETED BY THE APPLICANT

- 5.06a _____ 1. Name of municipality
_____ 2. Name of subdivision (plat title)
_____ 3. Name and addresses of subdivider, designer or engineer
- 5.06b _____ 1. Name and addresses of abutting property owners
_____ 2. Subdivision buildings within 200 feet of the parcel to be subdivided
_____ 3. Roads, streets and driveways within 200 feet of the parcel to be subdivided
- 5.06c _____ 1. Name and seal of the licensed State of New Hampshire engineer and/or land surveyor who prepared the Final Plat.
- 5.06d _____ 1. General site location map locating the proposed Minor Subdivision boundaries in relation to major roads.
_____ 2. A vicinity map showing the location of the proposed subdivision in relation to abutting properties and existing streets, highways, or municipal facilities.
- 5.06e _____ 1. Boundaries and areas of the entire parcel referenced to a public street intersection or USGS benchmark, north point, bar scale, date and dates of any revisions. (The Board may waive the requirement of a perimeter survey for the entire parcel and may require specific data only for lots for which sale or lease is contemplated, in such instances, the Final Plat shall include a general map insert which indicates approximately the size and shape of the entire parcel to be subdivided.)
- 5.06f _____ 1. Approximate contour lines at 5-foot intervals for the entire parcel, sketched from a standard USGS map or a Town base map.
- 5.06g _____ 1. Existing and proposed building sites and lot lines, angles and dimensions, lot sizes in square feet and acres, consecutive numbering of lots.
- 5.06h _____ 1. Existing and proposed easements
_____ 2. Deed restrictions or covenants
_____ 3. Building set-back lines
_____ 4. Parks and other open space
_____ 5. Water courses, stone walls and significant natural and manmade features. This includes culverts, and the direction of flow indicated by arrows through those culverts.
- 5.06i _____ 1. Where individual on-lot sewage disposal systems are proposed or in existence, the subdivider shall present evidence of State approval of the suitability of each lot for on-site sewage disposal for building purposes. For lots greater than 5 acres, an opinion by a registered Professional Engineer that a suitable site for a subsurface disposal system exists may be substituted for state approval. For lots greater than 10 acres, a request for a waiver from this requirement may be made when supported by appropriate soil data. In all instances shall specifically indicate on each such lot that state approval for an on-site subsurface disposal system has not been applied for nor has been granted.
- 5.06j _____ 1. Where the minor Subdivision is to be supplied by public water supply or sewers, the Plat shall show the location of such existing service. A statement from the municipal department or company involved attesting to the availability of such service shall be submitted.
- 5.06k _____ 1. A statement from the Candia Tax Collector indicating whether the property is under current use taxation status or not.

5.07
When in judgment of the Board additional information is required to serve the purposes of these Regulations, the Board may require such other information as set forth in Articles 10.06, 10.11, and 10.12, Final Plat Requirements.

This Minor Subdivision Application is accepted as complete this _____ day of _____, 20 _____.

By: _____
Candia Planning Board Chairman

***ACCEPTANCE OF THE APPLICATION DOES NOT IMPLY APPROVAL OF THE SUBDIVISION**

Other information

_____ Correct new lot numbers

_____ DES approval for subdivision (for new lots less than 5 acres)

_____ Article 12.04 requires that all new lot corners be marked with granite bounds and adjacent iron detection pins prior to recording of the final plat.

THIS APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING - SCHEDULE D

- A. Subdivision plat prepared by licensed land surveyor - 4 black line paper prints. *All plans shall also be submitted electronically via e-mail or approved storage media in the portable document format (PDF) with a maximum file size of 10 M.B.*
- B. Completed abutters list
- C. Approval from Department of Transportation (if land to be subdivided abuts state highway) or approval from Candia Road Agent for driveway permit
- D. Notarized statement for property owner to agent for representation at public hearings*
- E. Payment to the Town of Candia for the following application fees:
 - APPLICATION FEE \$100.00
 - LEGAL NOTICE FEE \$150.00
 - LOT ORIGINATION FEE (\$75 per newly created lot) \$
 - ABUTTERS NOTICES (\$8.33 per abutter*) \$
*Postal rates subject to change and plus \$1
 - MYLAR RECORDING FEE (22" x 34" sheet) \$26.00 per sheet
 - L-CHIP FEE \$25.00
 - DELIVERY TO REGISTRY FEE \$20.00

TOTAL APPLICATION FEES \$ _____

***IF AN APPLICANT IS NOT THE OWNER OF THE LAND TO BE SUBDIVIDED, A NOTARIZED STATEMENT GIVING AUTHORITY TO THE APPLICANT TO SUBDIVIDE THIS LAND MUST BE SUBMITTED WITH THIS APPLICATION. THIS STATEMENT MUST INCLUDE ANY CONDITIONS OR RESTRICTIONS SET FORTH BY THE OWNER, AND AN EXPIRATION DATE, IF ANY.**

Additional Notes:

Applicant Signature

Date